

DATE: \_\_\_\_\_

APPLICATION NUMBER: \_\_\_\_\_

DOC CODE: \_\_\_\_\_

DOC DATE: \_\_\_\_\_

**RE** DELIVER THE ATTACHED FILE/DOCUMENT TO THE TC  
SCANNING CENTER

**CONTRACTOR: THE ATTACHED FILE/DOCUMENT MUST BE  
INDEXED AND SCANNED INTO IFW WITHIN 8 WORK HOURS;  
UPLOADING OF THE SCANNED IMAGES SHOULD OCCUR NO  
LATER THAN 16 WORK HOURS  
FOLLOWING RECEIPT OF THIS REQUEST**

**AFTER SCANNING, ORIGINAL DOCUMENTS SHOULD BE BOXED IN  
ACCORDANCE WITH INSTRUCTIONS**